



Department of the Navy

DEPARTMENT OF THE NAVY

BASE REALIGNMENT AND CLOSURE (BRAC) TRANSITION FOR MANAGERS



BRAC TRANSITION FOR MANAGERS

1. Maintaining Critical Skills

2. Communication



BRAC TRANSITION FOR MANAGERS

1. Maintaining Critical Skills During Closure and Realignment

- When an activity has been identified for closure or realignment as a result of a BRAC announcement, one of the first steps should be to identify what critical skills are needed through closure/realignment.
- The following are tools that commands can use to assist in this important effort.



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Post Closure Employment Guarantee

- ❖ Encourages employees to remain at an activity until closure in exchange for guaranteed placement at a non-closing activity.
- ❖ The process for requesting and granting a guaranteed placement will reside with the major claimant.
- ❖ If employee accepts a post closure position, he or she must sign a formal mobility agreement.



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Post Closure Employment Guarantee (cont)

- ❖ Employee's post closure placement is an exception to the Priority Placement Program.
- ❖ Mobility agreement must specify ineligibility for Priority Placement Program registration.



BRAC TRANSITION FOR MANAGERS

Annual Leave Restoration

- ❖ Allows employees at activities under BRAC to accumulate annual leave without restriction.
- ❖ Entitlement applies to employees at activities identified for closure and realignment outside of the commuting area only.
- ❖ Entitlement does NOT apply to employees:
 - In activities relocating within the commuting area
 - At an organization or function located at closing installations but designated to continue operations after the activity's closure.



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Annual Leave Restoration (cont)

- ❖ Activity's customer service representative (CSR) will provide servicing HRO with list of employee by name, SSN, and annual leave user or lose status.
- ❖ Entitlement starts 9 Nov 2005, the day BRAC 2005 became law.



BRAC TRANSITION FOR MANAGERS

Retention Allowance

- ❖ The Head of an activity has the authority to pay a retention incentive to an employee under the following conditions:
- ❖ The unusually high or unique qualifications (i.e. competencies) of the employee or a special need of the activity for the employee's services make it essential to retain the employee.
- ❖ The employee would be likely to leave the Federal service in the absence of a retention incentive.



BRAC TRANSITION FOR MANAGERS

Retention Allowance (cont)

- ❖ The retention allowance may not exceed 25 percent of an employee's pay if authorized for an individual employee.
- ❖ The retention allowance may not exceed 10 percent of an employee's pay if authorized for a group or category of employees.



BRAC TRANSITION FOR MANAGERS

Job Exchanges

- ❖ Concurrent reassignments to accommodate the placement of a displaced employee from a closing activity to a non-closing activity.
- ❖ These reassignments are an exception to the Priority Placement Program when:
 - ❖ Two employees swap jobs when no vacancy exists and neither has declined an offer under transfer of work, transfer of function, or management directed reassignment.
 - ❖ When an employee at an activity not scheduled for closure is eligible for optional or discontinued service retirement (DSR) and exchanges jobs with an employee (not eligible for retirement) at a closing activity.



BRAC TRANSITION FOR MANAGERS

Job Exchanges (cont)

- ❖ Employee placed at the closing activity must agree to remain in the position until released by the installation and forfeit Priority Placement Program registration.
- ❖ Closing activity pays all permanent change of station relocation expenses for both employees.



BRAC TRANSITION FOR MANAGERS

Employment of Annuitants

- ❖ Secretaries of the Military Departments are delegated authority to hire an individual receiving an annuity from the Civil Service Retirement and Disability Fund, without a reduction in pay or of the annuity.
- ❖ Hiring of reemployed annuitants is subject to the following criteria:

Position is hard-to-fill as evidenced by high turnover, has a severe shortage of candidates, or is critical to the accomplishment of the organizations mission or to complete a specific project or initiative.



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Employment of Annuitants (cont)

Reemployed annuitant must have unique or specialized skills, or
unusual qualifications that are generally not available.

Requests must be approved by the Director of the Office of Civilian Human Resources (OCHR) via the major claimancy.



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Other Priority Placement Program (PPP) flexibilities

- ❖ Not required to clear the PPP during the 6 months prior to base closure.
- ❖ From 7 – 24 months prior to closure, an activity must clear the PPP only for registrants in the commuting area available for temporary or term employment.



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Other Priority Placement Program (PPP) flexibilities (cont)

- ❖ Within 24 months of closure, activities may permanently re-promote employees who are on grade or pay retention as an exception to PPP.*
- ❖ Within 24 months of closure, activities may also process career promotions for employees who entered their career paths prior to formal closure.

*NOTE: Other permanent appointments and promotions are prohibited within 24 months of an activity's scheduled closure.



BRAC TRANSITION FOR MANAGERS

Voluntary Incentive Separation Pay (VSIP)

- ❖ Reduces involuntary separations by encouraging employees to voluntarily retire or resign with up to a \$25,000 pay incentive.
- ❖ Can be offered to employees early in the process with a delayed separation effective date.
- ❖ No limitation to number of incentives that can be offered if related to BRAC closure and realignments.
- ❖ Can only be offered to employees to reduce the number of personnel or to restructure the workforce to meet mission objectives.



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Shared Resources

- ❖ During the last BRAC closures and realignments activities which were in close proximity to each other or linked through a command chain found sharing staff resources a useful tool for maintaining critical skills.
- ❖ This can be done through an informal agreement or a “Memorandum of Understanding” where actual salary dollars are shared.
- ❖ Resources can include transition services, equipment, etc.



BRAC TRANSITION FOR MANAGERS

2. Communicate, communicate, communicate

- **Communicate often with the workforce.**
 - Townhall meetings
 - Newsletters
 - Local BRAC websites
 - Provide employees with copy of BRAC Care brochure (can be downloaded from <http://www.cpms.osd.mil/bractransition>)
 - Show BRAC CARE Video (can be downloaded from <http://www.cpms.osd.mil/bractransition>)



BRAC TRANSITION FOR MANAGERS

- ❑ **Communicate, communicate, communicate (cont)**
 - **Advertise Navy's Civilian BRAC Call Center number and e-mail to help address human resources questions**
 - 1-800-893-1836
 - Brac_support.fct@navy.mil
 - **Activity Partnerships**
 - Communicate and partner with non-closing activities/agencies and market "job exchange" and "post-closure employment guarantee" efforts.